



THE LIBRARY OF VIRGINIA

LVA Use Only

Log # _____

Staff _____

Subject _____

ARCHIVES RESEARCH SERVICES Mail-In Archives Record Request Form

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Email Address: _____

Questions? Please call Archives Reference at (804) 692-3888, or visit our website at <www.lva.lib.va.us>.

Mail request and payment to: The Library of Virginia, Archives Research Services, 800 East Broad Street, Richmond, VA 23219-8000

THE FOLLOWING RECORDS CANNOT BE RESEARCHED BY MAIL

Births, Deaths and Marriages: Copies of birth and death records (1853–1896, 1912–present) and marriage records (1853–present) must be obtained from the Office of Vital Records and Health Statistics, P.O. Box 1000, Richmond, Virginia, 23218, (804) 662-6200. Microfilm copies of these records may be borrowed through your local library's interlibrary loan service.

Census Records: We neither search nor photocopy the federal census population schedules. Microfilm copies of the schedules are available from the National Archives and Records Administration, your local library or through your local library's interlibrary loan department.

Revolutionary War Service Records: Copies of official service records and federal pensions regarding Revolutionary War military service must be obtained from the National Archives and Records Administration, Washington, D.C., 20408.

Confederate Service Records: Copies of official Confederate military service records must be obtained from the National Archives and Records Administration, Washington, D.C., 20408.

West Virginia County Records: The Library of Virginia does not hold court records for counties and cities now in West Virginia. We suggest that you write the Division of Culture and History, Archives and History Section, The Cultural Center, 1900 Kanawha Boulevard East, Charleston, West Virginia, 25305.

Virginia Colonial Records Project: While microfilm copies of these records can be obtained through your local library's interlibrary loan service, the Virginia Colonial Records Project does not hold reproduction rights from the foreign repositories. Thus, the Library of Virginia cannot provide copies of these documents. Requests for copies should be addressed to the repository holding the original document.

Total number of requests: _____ Total amount enclosed: _____

Please make checks payable to: **The Library of Virginia**

Credit Card (*circle one*): Visa Mastercard

Name as it appears on card: _____

Account number: _____ Expiration Date: _____

Cardholder's Signature: _____

Archives Record Request Form

A **NONREFUNDABLE SERVICE FEE** is required with **each** request. Requests received without payment will be returned unanswered. The research service provided by the Archives staff includes a search for **ONE PERSON** in **ONE RECORD** from specific indexed materials. Please be aware that a search may not locate the information that you seek. If extended, in-depth research is required, a list of professional researchers familiar with our holdings will be furnished.

PLEASE NOTE: The Archives staff does not conduct genealogical research. We reserve the right not to copy materials that might be damaged by photocopying.

If you are unsure of your request, or desire information about our holding and hours, please contact Archives Reference at (804) 692-3888. You may also view information about our collections on our website: <www.lva.lib.va.us>.

Please allow 4–6 weeks for processing. Please select only ONE record per request:

LOCAL RECORDS

Deeds \$25_____ Wills, Inventories & Appraisals \$30_____ Marriage (County Only) \$25_____

Chancery—Option 1 (Bill, Answer & Decree) \$30_____ Chancery—Option 2 (Entire Case) \$50_____

MILITARY RECORDS

Colonial Wars (French & Indian/Dunmore) \$25_____ Revolutionary War State Pension Application \$40_____

Revolutionary War VA Public Service Claims \$40_____ Revolutionary War Rejected Claims \$35_____

Revolutionary War Land Office Military Certificates & Bounty Land Warrants \$40_____

War of 1812 Pay Rolls & Muster Rolls \$25_____ WWI History Commission Questionnaires \$25_____

Civil War—VA Confederate Pension Applications \$35_____ Civil War—VA Confederate Disability Applications \$35_____

Civil War—VA Confederate Rosters \$25_____

STATE RECORDS

Land Office Patents & Grants \$25_____ Northern Neck Land Grants & Surveys \$35_____

Legislative Petitions \$30_____ SCC Charter Books \$30_____ Personal Property Taxes \$25_____ Land Taxes \$25_____

MISCELLANEOUS

Bible Records \$25_____ Other Records (i.e. genealogical notes, personal papers, maps, etc.) \$25_____

“Other Records” refers to those not listed on this form. For the \$25 service fee, you will receive either 10 photocopies, 3 photoprints (copies from microfilm), or 3 scans. If copies of the completed document exceed these limits, a statement for additional copying costs will be sent to you before the order is processed.

Full name of person to be searched: _____

Specific record requested: _____

County or City where recorded: _____

Date (or approximate date) recorded: _____

Additional information: _____